

UTAH CTE SKILL CERTIFICATE PROGRAM

INTRODUCTION TO GRAPHIC COMMUNICATIONS

STUDENT PERFORMANCE EVALUATION

TEST #560

Student Name: _____

The performance evaluation is a required component of the Skill Certification process. Each student **must be evaluated** on the required performance standards. Performance standards may be completed and **evaluated anytime during the course**.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum of a number 1 or 2 on the rating scale (moderately to highly competent level).
 - 1= highly competent Successfully demonstrated without supervision
 - 2= moderately competent Successfully demonstrated with limited supervision
 - 3= limited competence Demonstrated with close supervision
 - 4= not competent Demonstration requires direct instruction and supervision
- When a standard has been achieved at a minimum of 80% (moderately to highly competent level). "Y" (Y=YES) is recorded on the last line of that standard, on the performance evaluation sheet. If a student does not achieve a 1 or a 2 (moderately to highly competent level), then "N" (N=NO) is recorded on the last line of that standard.
- All performance standards **MUST** be completed and evaluated prior to the written test.
- The **teacher** will bubble in "A" on the answer sheet for item #81 for students who have achieved "Y" on **ALL** performance standards.
- The **teacher** will bubble in "B" on the answer sheet for item #81 for students who have **ONE or more "N's"** on the performance standards.
- The signed performance evaluation sheet(s) **MUST** be kept in the teachers' file for two years.
- A copy is also kept on file with the school's ATE Skill Certification testing coordinator for two years.

Students who achieve a 1 or a 2 (moderately to highly competent) on ALL performance standards and 80% on the written test will be issued an ATE Skill Certificate.

100301-01 Students will be able to understand the introduction to the graphics/printing industry.				
	1	2	3	4
	Define graphic communications.			
	Define printing and identify products produced by printing.			
	List in order the technical production flow from idea to finished product.			
	Identify major contributions in the history of printing.			
	Comprehend basic printing technology.			

100301-02 The student will be able to understand and demonstrate safe practices.				
	1	2	3	4
	List safety rules involving flammable liquids.			
	List the steps to be taken in case of injury in the lab.			
	Identify location(s) of first aid kit(s).			
	Identify location(s) of eye wash station(s).			
	Identify where protective safety equipment is needed.			
	Follow proper safety procedures when operating equipment.			
	Follow approved shop dress code for safe operation.			
	Pass general lab safety test.			

100301-02 The student will be able to understand and demonstrate safe practices (Continued)				
	1	2	3	4
	Read, comprehend and follow instructions on warning labels.			
	Demonstrate common sense when working with others.			

100301-03 The students will be able to understand and demonstrate measurement systems.				
	1	2	3	4
	Measure linear dimensions in inches.			
	Measure linear dimensions in fractions of inches.			
	Measure linear dimensions in millimeters.			
	Identify point sizes for type.			
	Demonstrate the use of rulers in a page layout program.			

100301-04 The student will be able to understand and demonstrate basic math skills .				
	1	2	3	4
	Solve addition of whole number, fraction, and decimal problems.			
	Solve subtraction of whole number, fraction, and decimal problems.			
	Solve multiplication of whole numbers, fraction, and decimal problems.			
	Solve division of whole number, fraction, and decimal problems.			
	Solve fractional to decimal conversion problems.			
	Solve decimal to fractional conversion problems.			
	Solve decimals to percent conversion problems.			

100301-05 Students will be able to understand and demonstrate design and layout.				
	1	2	3	4
	Identify the basic fundamentals of type.			
	Identify appropriate uses of type.			
	Identify the basic elements of design.			
	Identify appropriate uses of the basic elements of design.			
	Identify the basic principles of design			
	Identify appropriate uses of the basic principles of design.			
	Identify the basic layout elements.			
	Identify appropriate uses of the basic layout elements.			
	Produce thumbnails, rough, and final layouts.			
	Correctly use the basic fundamentals of type in a final layout.			

100301-06 The student will be able to understand and demonstrate Digital Image Preparation.		1	2	3	4
	Compare the difference between raster and vector.				
	Define computer hardware.				
	Define computer software/programs.				
	Identify various types of digital storage devices.				
	Define file formats and there uses.				
	Create a document with appropriate margins in a page layout program.				
	Create a document with appropriate formatting in a page layout program.				
	Create a vector graphic in a draw program..				
	Edit a raster/bitmap graphic in a paint program.				
	Import text and images into a page layout document.				

100301-07 The students will be able to understand and demonstrate image capture and filing.		1	2	3	4
	Identify the difference between line art & continuous tone originals.				
	Identify basic scanning hardware.				
	Identify image & non-image areas on a offset printing plate.				
	Capture a digital image with the use of a scanner.				
	Produce a plate for offset printing.				

100301-08 The students will be able to understand and demonstrate the use of the basic offset press.		1	2	3	4
	Identify basic offset press parts & operations.				
	Identify the cylinders of an offset press.				
	Identify basic safety and operation procedures for an offset press.				
	Perform basic setup for printing a single color job.				
	Produce a printed single color job using an offset press.				

100301-10 The students will be able to understand and demonstrate screen printing techniques.		1	2	3	4
	Identify screen printing tools & equipment.				
	Identify screen printing stencil types.				
	Properly prepare a screen.				
	Produce a single color screen print.				
	Properly reclaim a screen.				

100301-09 The students will be able to understand and demonstrate binding and finishing techniques		1	2	3	4
	Define binding.				
	Comprehend basic binding technology.				
	Identify padding materials, equipment, and tools.				
	Identify stapling/stitching equipment and tools.				
	Identify punching equipment and tools.				
	Correctly produce a pad of paper.				
	Define finishing.				
	Identify drilling equipment and tools.				
	Identify folding equipment and tools.				
	Identify operational & safety parts of a paper cutter.				

100301-11 The students will be able to understand and demonstrate skills related to job application and interpersonal skills.		1	2	3	4
	Demonstrate proper work ethics.				
	Demonstrate proper work habits.				
	Identify personal interests.				
	Work effectively as a team member.				
	Communicate effectively.				

The instructor must retain a copy of this Student Performance Evaluation for two years after the student has left the program.

Instructor Signature: _____ Date: _____

Student Signature: _____ Date : _____

School: _____